

HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316

STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11-07

POSITION TITLE: Personnel Information
Management Specialist

GRADES: SGT/E-5

DMOS: 42F20

FEMALE ASSIGNMENT ELIGIBILITY: Yes

UNIT: JFHQ-VA

Location: Ft Pickett, Blackstone, Virginia

OPENING DATE: 17 November 2006

CLOSING DATE: 18 December 2006

POC FOR ADDITIONAL INFORMATION: LTC Doug Gagnon, (434)298-6182 or DSN
438-6182 or MSgt Ann Bey, (434) 298-6231 DSN 438-6231.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Receives, reviews, analyzes processes, distributes and maintains personnel information files and supporting documentation. Acts as point of contact for units/users. Analyze the accuracy propriety and legality of actions submitted on source documentation utilizing the regulations that govern the action. Prepares transactions to maintain the SIDPERS-ARNG, RPAS, UPS, EPMS and other State level automation personnel systems. Analyze specified data on data bases and makes recommendations based upon analysis. Utilizes and monitors output reports, interprets data for users. Maintains contact with users to provide technical assistance on personnel actions and resolutions of errors on the database. Maintains suspense logs on all actions pending returned to originators as required. Takes necessary follow-up action to resolve returned actions. Maintains source document Transmittal Control Log, to include establishing and maintaining an audit trail on all transactions received in the SIB. Sorts and distributes cycle output to appropriate users. Provides administrative support for all REMOBES and SRPs. Perform other duties as assigned.

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional enlisted, grades SPC/E-4 through SGT/E-5, who are member of or able to become members of the Virginia Army National Guard. Must be qualified in the following MOS: 42F20.

QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:

MEMBERSHIP: When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 11-07

AGE: If an enlisted soldier, must be 18 years of age and not have reached his or her 55th birthday.

PHYSICAL AND MEDICAL: Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), per AR 40-501 and AR 600-110. Must meet the body composition standards prescribed in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.

MILITARY EDUCATION: If an enlisted soldier, must have completed initial entry training (IET)

YEARS OF SERVICE: Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of AS. The date of mandatory removal from an active status based on age, or service (without an extensions), under any provisions of law or regulation.

GRADE AND SPECIALTY: If a Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty position.

REENLISTMENT OR EXTENSION: If an enlisted soldier, must be eligible for reenlistment or extension per NGR 600-200 (ARNGUS).

ADMINISTRATIVE REQUIREMENT: Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** NCOERs. If you are a new E-5 and have not yet received an NCOER, you may submit an letter of recommendation in lieu of the NCOER.
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (DD2807-1 and DD2808 completed within the last five years or a copy of the automated MODPROS data sheet.)
5. Photograph in Class A uniform (taken within the last 12 months). Official photo not required. Photo must be dated.
6. Documentation to support all periods of duty/service creditable for retirement. Any of the following may be used **DD Forms 214, DA Form 1506, or NGB Forms 23/23B**)
7. Any additions information the applicant may wish to submit for consideration (i.e., DA Form 705, Height and Weight Statement, etc.)

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, the offer for the position may be revoked. Non USA citizens are not eligible for a security clearance per DOD 5200.2R.

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 11-07

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 18 December 2006. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//
DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer